

**Opening Date:** August 11, 2016  
**Closing Date:** Open Until Filled  
**Work Location:** Austin, Texas  
**Posting Number:** 16-67  
**Monthly Salary:** \$5,690.00 - \$6,340.00 \*Salary commensurate with experience  
**Group/Class:** B21/1574, B23/1575  
**Travel %:** 25%  
**Division/Department:** Water Science & Conservation/Surface Water/Flood Mitigation Planning  
**Number of Positions:** 1

## **JOB VACANCY NOTICE**

### **Program Specialist V/VI – Flood Grants Team Lead**

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, via email  
HR@twdb.texas.gov or via Work in Texas ([www.workintexas.com](http://www.workintexas.com)).  
Refer to Human Resources (512) 475-2142. Equal Opportunity  
Employer*

### **Veteran's Preference**

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 35F – Intelligence Analyst, OS – Operations Specialist, 0205 – Master Analyst (Warrant), 60CO – Program Director or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **Job Description Summary**

Performs advanced (senior-level) to highly advanced (senior-level) consultative services and technical assistance work. Serves as Team Lead for the federal and state grant program section of the Flood Mitigation Planning Team. Work involves planning, developing, and implementing agency flood programs and providing consultative services, trainings, and technical assistance to staff, governmental agencies, community officials, or the general public. Provides direction to the grants section and coordinates activities for federal flood grant programs administered by the Texas Water Development Board (TWDB) on behalf of the Federal Emergency Management Agency as well as state grants. Works under limited to minimal supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Flood Mitigation Planning Team in the Surface Water Division.

### **Essential Job Functions**

- Provides oversight of and leadership to staff with a general responsibility for ensuring the performance of individual staff as well the team as a whole by planning, assigning, and supervising the work of the team.
- Provides oversight and management of state and federally funded grants to ensure contracts are efficiently prepared, executed, and closed out and are completed within budget and according to the scope-of-work.
- Writes, reviews, and evaluates technical, work processes, and policy documents. Prepares and submits sub-grant applications, as well as monthly, quarterly, and closeout reports, board items, and other documents as needed.
- Documents and evaluates the agency's flood grant management and other related business processes, and recommends changes to internal procedures to improve accountability and efficiency for grant and contract processes.
- Represents the agency at public meetings, including providing presentations and information about agency programs and projects and accepting public input.
- Develops relationships with community leaders and provides technical and administrative support to communities and applicants participating in agency flood programs.
- Develops and oversees program budgets, expenditures, contracts, and performance measures.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

## Job Vacancy Notice (cont.)

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- Ensures program activities are conducted in a timely manner and are communicated effectively to agency management.
- Ensures staff is equipped with the necessary knowledge and tools to effectively perform their duties.
- Assists the Manager of the Flood Mitigation Planning Team as needed.
- Performs occasional work outdoors and possibly under hot and cold temperatures.
- Requires work days to occasionally exceed 8 hours, including early mornings, late nights, and weekends.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with major course work in the natural sciences, geography, engineering, planning, business administration, or a field related to water resources.
- Five (5) or more years of experience managing water-related projects/grants in local, state, or federal government.
- Relevant experience and education may be substituted on a year-for-year basis.

### **Preferred Qualifications**

- Experience with Federal Emergency Management Agency grant programs and their legal requirements.
- Experience working with elected, government, or other high-ranking officials.
- Certified Texas Contract Manager or equivalent.
- Certified Floodplain Manager or ability to obtain certification within six (6) months of hiring.

### **Knowledge, Skills, and Abilities**

- Knowledge of Federal Emergency Management Agency grant programs and floodplain mapping.
- Knowledge of hydrologic/hydraulic principles and procedures as applied to floodplain management.
- Knowledge of Geographic Information Systems, HEC-RAS, and related software and tools of the profession.
- Knowledge of State of Texas contracting processes and procedures or equivalent.
- Knowledge of the principles and practices of public administration and management.
- Skills in writing technical reports and memos, project proposals, and other programmatic documents.
- Skills in grant/contract preparation and management, including developing scopes-of-work and progress reports.
- Skills in customer service.
- Skills in using Microsoft Office programs such as Word, Excel, PowerPoint, Outlook, and Access, and other applicable software that are standard tools of the profession.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to apply initiative and decision making in a professional capacity with minimal supervision.
- Ability to work efficiently alone or as a team member in a dependable, organized, and productive manner.
- Ability to adhere to policies, procedures, and regulations.
- Ability to manage multiple programs and tasks and to schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to assign and/or supervise the work of others and to perform other duties as assigned.
- Ability to teach and train others.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 25% of the time.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to present complex information to public officials, large audiences, and potentially non-technical audiences.

### **Remarks**

- An official State of Texas Employment Application is required when applying for a position with the Texas Water Development Board. Resumes will not be accepted in place of an official State of Texas Employment

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Application. However, a cover letter and resume may be submitted with an official State of Texas Application.

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.